

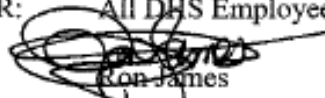


Homeland
Security

AUG 17 2004

MEMORANDUM FOR: All DHS Employees

FROM:


Ron James
Chief Human Capital Officer

Subject:

Office of Personnel Management 2004 Federal Human
Capital Survey

The Department of Homeland Security (DHS) will be participating in the U. S. Office of Personnel Management's (OPM) 2004 Federal Human Capital Survey (FHCS).

OPM first administered the FHCS Government-wide survey in 2002. This 2002 survey set a baseline for ongoing human capital assessment in the Federal Government. Organizational elements within the Department of Homeland Security (DHS) participated as part of their legacy organization in the 2002 survey. This year's survey will serve as a baseline for DHS. The results of this survey will be used by DHS to identify our strengths and provide indicators of how well DHS is running its human resources management systems. It will give us critical information to answer the question: What can we do to make our Department work better?

OPM will administer the 2004 FHCS in the fall. The timing of the OPM survey coincides with the implementation of the MaxHR new Human Resources system. The survey results will help OPM monitor the implementation of human capital initiatives across the Federal Government. In addition, the data will be useful for DHS to establish a baseline for our evaluation and future analysis of the MaxHR system.

Supervisors are being asked to let employees complete the survey during the workday. DHS participants in the survey will be randomly selected from all organizational elements. The responses of individuals will remain confidential.

This year, with the 2004 survey, DHS employees have the opportunity to have their voices heard. If you are selected to participate in the survey, I hope you will take that opportunity to provide DHS and OPM with a baseline for all future development and measurement efforts.

We need your assistance and, more importantly, we need your input on this important survey. If you are selected, please take the time to respond.